

PowerPoint 2010 Glossary

A

action A button or text block programmed to perform a specific action, such as jumping to a slide or starting a program.

action button A graphic that serves as a hyperlink to jump to a location or perform an action.

After Previous An animation sequencing setting that causes the animation to trigger after the previous event has finished. Compare to *With Previous*.

animation An effect you apply to placeholders or other content to move the content in unique ways on the slide.

Animation Painter A feature that copies animation settings from one object to another.

Animation Pane A pane that enables you to manage all the animation effects on the active slide.

annotate To write or draw on a slide during a presentation.

aspect ratio The relationship of width to height in a picture or shape.

assistant In an organization chart, a person who reports directly to a superior.

audio A sound or music clip.

B

Backstage view The view that opens when you click the File tab, containing commands for managing files, setting program options, and printing.

broadcast To deliver a presentation live in real time via a network or Internet connection.

bulleted list Groups of items or phrases that present related ideas.

C

cell In a table or spreadsheet, the text area at the intersection of a row or column.

chart A visual representation of numerical data.

chart area The entire area inside the chart container that holds background as well as plotted data.

clip art Predrawn artwork in a wide variety of styles. Office clip art files can include drawn graphics, photographs, sounds, and animated graphics.

command A button, list, or other clickable option on the Ribbon.

comment A note you insert on a slide while reviewing.

constrain To force a drawing object into a particular shape or alignment.

contiguous Adjacent to one another. For example, slides 1 and 2 are contiguous.

crop To remove a portion of a picture or shape that is not needed. The cropped portion is hidden until you compress the picture.

current slide The slide that is currently being edited.

custom show A group of slides in a presentation that can be shown separately from the entire presentation.

D

data marker A single column, pie slice, or point from a data series.

data series All the data points for a particular category of plotted information.

delay An animation setting that specifies how long the effect should pause before it begins.

demote To make an item subordinate to another item.

dialog box A box that prompts the user for additional information when executing a command.

dialog box launcher In some command groups on the Ribbon, a small icon that opens a dialog box related to that group.

drop-down arrow A small, downward-pointing arrow next to some tools on the Ribbon.

drop-down list A list that appears once a drop-down arrow is clicked, allowing you to choose from available options.

duration An animation setting that determines how long an animation effect should take to execute.

E

embedded Data that has been placed in a destination application so that it can be edited with the tools of its original source applications.

emphasis effect An animation effect that causes an object to move, change color, or otherwise call attention to itself when it is neither entering nor exiting the slide.

encrypting The process of transforming data into a nonreadable form for security purposes.

entrance effect An animation effect that occurs when an object is entering the slide.

exit effect An animation effect that occurs when an object is exiting the slide.

F

File tab The tab on the Ribbon that opens Backstage view.

font theme A combination of two fonts to be applied to headings and text as part of a theme.

fonts Typefaces that are used to display characters, numbers, and symbols in your PowerPoint presentations.

footer Information such as a date, slide number, or text phrase that appears at the bottom of each slide in a presentation.

Format Painter A tool to copy character and paragraph formatting.

G

gridlines A grid of horizontal and vertical lines that can be used as guides when positioning objects on a slide.

group A set of related tools on the Ribbon.

guides Nonprinting vertical and horizontal lines that you can move or copy to align objects on a slide.

H

handout A printed copy of a presentation.

Handout Master The master that controls the layout and elements of handouts.

header Information such as a date, slide number, or text phrase that appears at the top of each page of a presentation's handouts or notes.

hyperlink An address that refers to another location, such as a website, a different slide, or an external file.

I

I-beam pointer The mouse pointer when over a text box or editable text area, appearing as a curly capital I. If you click when the I-beam pointer is displayed, the insertion point moves to that spot.

indent level The distance of a paragraph of text from the placeholder's left border.

ink The annotations created with the pen and highlighter tools during a slide show.

K

KeyTip A letter or number that appears next to an onscreen tool when the Alt key is pressed; keying that letter or number activates the associated tool.

keyword A word or phrase that describes a subject or category on which you can search.

L

landscape orientation A page orientation that is wider than it is tall.

lassoing To drag an imaginary box around a group of objects to select them.

layout A predefined arrangement of placeholders for text or objects (such as charts or pictures).

layout master The slide master for a particular slide layout.

legend The key to a chart that explains what each data series represents.

line spacing The amount of vertical space between paragraphs.

linked Data that has been placed in a destination application so that it maintains a link with its source file; changes to the source file are also made in the linked object.

M

Mark as Final A setting that prevents changes from being made to a presentation unless the user chooses to acknowledge the warning and edit it anyway; does not provide security.

markup The changes identified between two versions of a presentation when using Compare.

Mini toolbar A small toolbar that appears when the mouse pointer is placed on a selected text object; provides commands for working with the text.

motion path An animation effect that moves an object along a specified path.

N

non-contiguous Not adjacent to one another. See *contiguous*.

Normal view PowerPoint's default view, suited for editing individual slides; includes the Slide pane, Notes pane, and Slides/Outline pane.

note Additional information associated with a slide.

Notes Page view A view that displays a single slide and its associated notes.

numbered list A group of steps, procedures, or actions that are listed in numerical order.

O

On Click A trigger for an animation or transition that occurs when the mouse is clicked.

OpenDocument A file format that most word processing programs support, including the free OpenOffice suite.

order The way in which objects stack up on a slide as you create them.

organization chart A diagram that shows the relationships between personnel or departments in an organization.

orientation The direction that material appears on a page when printed. See *portrait* and *landscape*.

P

password A word or phrase that a user must type for access to an encrypted file.

pattern A repeating pattern of lines in a certain color (the foreground color) on a background of another color (the background color).

PDF Portable Document Format; one of the page description languages to which PowerPoint can export; requires Adobe Reader or Adobe Acrobat to read.

picture presentation A presentation that consists of a series of full-screen graphics of slide content, placed on blank slide backgrounds.

placeholder On a slide, a box that holds a specific type of content, such as text.

platform-independent Able to be used on a variety of operating systems.

plot area The area in the chart container that shows the data series compared to the chart's gridlines.

portrait orientation A page orientation that is taller than it is wide.

PowerPoint show A presentation that opens by default in Slide Show view.

presentation tools The tools and commands that are active during Slide Show view.

Presenter view A viewing mode that allows the presenter to see notes on one screen while the audience views slides on another screen.

promote To make an item superior to another item.

Q

Quick Access Toolbar Toolbar at the upper-left corner of the PowerPoint window that provides easy access to tools you use frequently, such as Save and Undo.

Quick Style Built-in formatting for text, graphics, SmartArt diagrams, charts, WordArt, pictures, tables, and shapes.

R

reset To restore a picture or other formatted object to its default settings.

Ribbon A strip of icons that appears across the top of the PowerPoint window; divided into tabs, each of which contains groups of related tools.

Rich Text Format (RTF) A text file format that most word processing programs can open and save as.

rulers Horizontal and vertical measures that help you position objects on a slide.

S

scaling Specifying a percentage of the original dimensions to enlarge or reduce a picture or shape.

ScreenTip A pop-up box that gives a command's name when you point at its button on the Ribbon.

section A grouping of contiguous slides.

shortcut menu A menu that appears when you right-click an area or object.

slide master A slide that stores information about the formats applied in a presentation, such as theme, fonts, layouts, and colors.

Slide Show view A view that allows the user to preview a presentation on the screen as it will appear to the audience.

Slide Sorter view A view that displays all of a presentation's slides in a single window; suited for reorganizing slides.

SmartArt diagram A visual representation of information.

subordinates In an organization chart, persons or departments who are subordinate to another person or department.

T

tab A labeled section of the ribbon; contains a group of related tools.

table An arrangement of columns and rows used to organize information.

template A predesigned presentation.

text box A container that holds text on a slide.

text pane The fly-out pane that allows you to key information for a SmartArt diagram.

texture A graphic that repeats to fill an image, creating the appearance that the surface is a certain material, such as marble, wood, or paper.

theme A scheme of complementing colors.

thumbnail A small picture of a slide.

timings The amount of time assigned to each slide before it automatically advances to the next.

top-level shape In an organization chart, the person or department at the head of the organization.

transition The movement from one slide to the next.

V

video A movie, animated graphic, or motion video clip.

views The ways in which presentation content can be displayed onscreen, such as Normal view, Slide Sorter view, or Slide Show view.

W

Windows Movie Video (WMV) The format that PowerPoint saves to when creating videos from presentation files.

With Previous An animation setting that causes the animation to begin executing simultaneously with the previous animation or event.

WordArt A feature used to turn text into a formatted graphic.

worksheet An Excel document used to organize numerical data that can then be analyzed or otherwise manipulated.

X

XPS XML Paper Specification; one of the page description languages to which PowerPoint can export; requires an XPS Viewer utility to view; this utility comes with Windows Vista and higher, and can be downloaded free from Microsoft for other Windows versions.

Z

zoom The amount of magnification used to show content onscreen; the higher the zoom, the larger the content.